

Instructing in the Multipurpose Classroom

Getting Started

- Locate the white touch screen panel at the front right side of the room
- The Tufts University logo should be displayed. If the screen is blank, touch the screen with your finger to wake up the system. Touch the screen a second time to activate the user interface

General Projection Tips

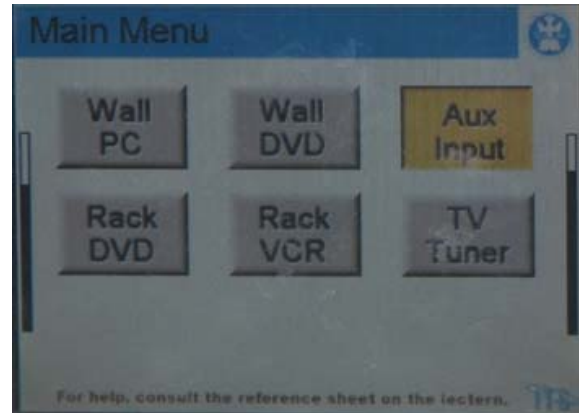
- You can blank the projection screen from any source by touching the **Mute Image** button on the source page. The button will flash yellow when muted
 - Note: This will not turn off the projector.*
 - Simply tap the **Mute Image** button again to redisplay your image*
- You can return to the **Main Menu** from within any source by touching the **Main Menu** button
- The projection screen will automatically descend from its ceiling compartment when the first input source is selected from the main menu. The screen will remain down until the system is powered off or until the projection screen is programmed to recess by manual user input
- To raise or lower the screen manually, locate and select the **Utilities** button on the right side of the touch panel. Within the **Utilities** program menu, locate the area labeled **Screen** on the right side
 - Touch **UP** to raise the screen
 - Touch **DOWN** to lower the screen

General Lighting Tips

- You can control the ambient lighting for the room using the touch panel interface or by using the wall controls
- The window shades may be manually controlled using the labeled wall controls. The differently numbered buttons raise and lower different window shades in the room. The top button raises the shades, middle stops the motor, and the bottom button causes the shades to descend
- Use the labeled wall controls to set the ambient lighting for the best conditions for your presentation. Consult the area labeled **Theatrical Lights** and **Non-Theater Lighting** for instructions
- Alternatively, you can also manipulate the lighting in the room within the **Utilities** menu by selecting the best level for your presentation from the five choices available on the left side

Turning on the Control System

- Once you have activated the touch panel system the **Control Panel** will appear
- The **Main Menu** page will appear and display the available content sources in this classroom



Projecting from a Laptop

- On the **Main Menu** page, touch the button labeled **Wall PC**
- Using the audio/video cable provided:
 - Plug the video connector into your laptop's external monitor port. You may need to supply an adapter
 - Plug the audio connector into your laptop's headphone stereo jack
 - Plug the Ethernet cable into its network jack
- Start up your laptop
- If necessary, use the appropriate function key on your laptop's keyboard to display the image on the projection screen

Instructing in the Multipurpose Classroom

Projecting from an Auxiliary Device

- The multipurpose room is equipped to project input from many different devices through the use of composite and s-video cables

Cable Hookup:	Wall plate Label:
S-Video	AUX S-Video Input
Composite	AUX Video Input
Audio only	AUX AUD

- The audio portion of your S-Video or composite device must be connected to the wall panel in the area labeled **AUX S-Video Audio input** or **AUX Video Audio input**, respectively, in order to obtain the correct audio focus for your device

Projecting from a VCR

- If you need to project a VHS tape, you must bring your own VCR.
- Connect the VCR to the wall plates using S-Video and composite audio cables or using composite audio and video cables
 - One end connects to the **audio and video out** portion of the VCR
 - Connect the other end to the corresponding wall plate inputs based on the cables you are using. Consult the table above for basic directions
- Plug the VCR into one of outlets closest to the wall

Selecting the VCR

- On the **Main Menu** page, touch the button labeled **Aux Input**
- From the **Aux Input** menu, choose **Wall Video** or **Wall S-Video** based on the cables and inputs you hooked up for the VCR player
- Insert your videotape into the VCR. Your video will be displayed on the projection screen

Projecting from the DVD Player

- On the **Main Menu** page, touch the button labeled **Aux Input**
- From the **Aux Input** menu, touch the button labeled **Wall S-Video**
- Insert your DVD into the DVD player
- Use the remote control or the buttons on the DVD player to control video playback

Projecting from the TV

- On the **Main Menu** page, touch the button labeled **TV Tuner**
- Use the appropriate buttons on the **TV Menu** page to change the channel. You can also enter a channel in directly by keying in the channel number and pressing enter
- If you require **closed captioning** for your TV show, you can enable CC by first selecting the **Utilities** menu. Press the button labeled **UTIL** to the right of touch screen to access this menu
- In the **Closed Caption** section, touch the button labeled **ON** to display closed captioning for your current channel. The TV show must also have CC available for something to be seen

DJ Mixing Controls

- Use the input jacks on the second level of the multipurpose room to hook up your mixer
- From the **Main Menu** page, touch the button labeled **Aux Input**
- From the **Aux Input** menu, touch the button labeled **DJ Mix Off** to enable your device
- Use the instructions in the section **Adjusting the System Volume** to control sound for your mixer

Instructing in the Multipurpose Classroom

Adjusting Room Controls

Adjusting the Microphone Volume

- There are four input jacks for microphones to be used in the Multipurpose Classroom
- To adjust microphone volume, locate the area labeled **Speech** and the up and down facing arrows on the left side of the touch screen
- The microphone volume can be adjusted at any time by pressing the appropriate button to make speech louder or softer. You can hold the button down for a faster change. The touch panel provides a visual notification of the microphone volume using a black status bar on the left side of the touch screen
- If you want to mute the microphone volume entirely, press the **Mute** button in the **Speech** area to the left of the touch screen. A flashing red cursor will appear below the status bar to let you know the microphone volume is muted. Press the **Mute** button again to regain sound

Adjusting the System Volume

- To adjust the system or program volume, locate the area labeled **Program** and the up and down facing arrows on the right side of the touch screen
- The system volume can be adjusted at any time by pressing the appropriate button to make program audio louder or softer. You can hold the button down for a faster change. The touch panel provides a visual notification of the microphone volume using a black status bar on the right side of the touch screen
- If you want to mute the system volume entirely, press the **Mute** button in the **Program** area to the right of the touch screen. A flashing red cursor will appear below the status bar to let you know the program volume is muted. Press the **Mute** button again to regain sound

When your Class is Finished

Shutting down your Laptop

- Shut down your laptop
- Disconnect the audio/video and network cables from your laptop and return them neatly back to the table

Shutting down a VCR

- Use your remote control to stop the video
- Remove your videotape from the VCR
- Unplug the VCR from the wall outlet and collect your audio and video cables

Shutting Down the DVD Player

- Use the remote control to stop your video
- Remove your DVD from the player
- Return the remote control back to the table

Shutting Down the Control System

- Press the button labeled **Exit** to the left of the touch screen
- On the **System Off?** page, press the button labeled **Yes**
- The projection screen will automatically retract
- Please turn off the lights when you finish

Turn Off the AV System

Each projector bulb costs nearly \$800, and turning off the system will help to extend the bulb's life.

- Press the button labeled **Exit** to the left of the touch screen
- Click on the button labeled **Yes** to confirm that you wish to turn off the system.

Getting Help from ITS

- **Email:** classroomsupport@ase.tufts.edu
- **Call:** x701ITS or x70487 (ITS Classroom Support)